

Historic, archived document

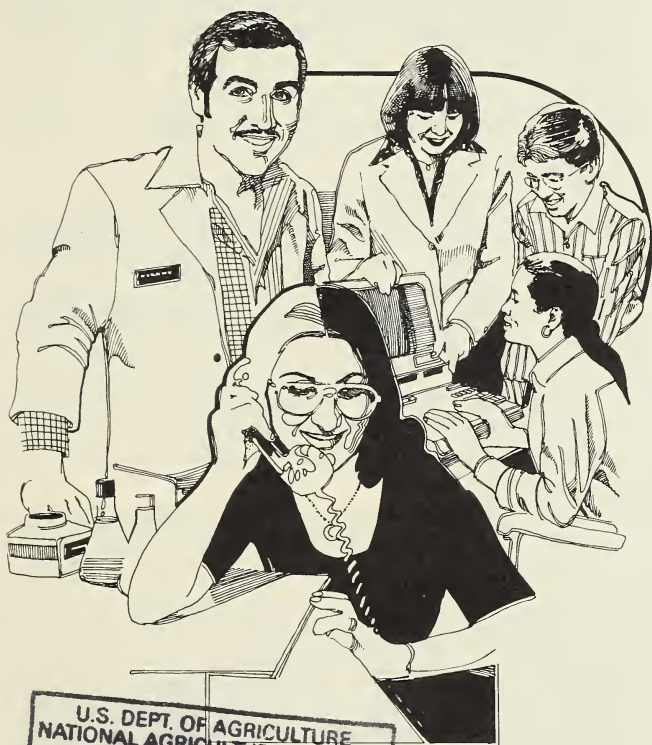
Do not assume content reflects current scientific knowledge, policies, or practices.

States
ment of
re

Reserve
aJK766
.4
.H57
1989

Service
n Region

Hispanic Employment Program



U.S. DEPT. OF AGRICULTURE
NATIONAL AGRICULTURAL LIBRARY

AUG 10 1998

CATALOGING PREP.

The Hispanic Employment Program

What is the Hispanic Employment Program?

The Hispanic Employment Program (HEP) was mandated by the President of the United States in November 1970 as a component of this country's Equal Employment Opportunity effort. While Forest Service line officers are responsible for carrying out and meeting Hispanic Employment Program goals, many national forest supervisors have appointed HEP managers to advise them about increasing employment and advancement of Hispanics.

What Is the Purpose of the HEP?

The purpose of the HEP is to increase this group's access to and participation in all Forest Service programs, activities and benefits. This includes recruitment, employment, and advancement of Hispanics in all types of jobs and at all levels of the organization. The immediate emphasis areas in the Forest Service are:

1. Increase the number of Hispanics in all occupations in the Forest Service.
2. Increase the average grade level of Hispanics.
3. Increase the representation of Hispanics in all Forest Service activities, programs, and benefits.

This means that the Forest Service has the responsibility of informing Hispanic communities—sometimes through bilingual means—of all our programs, benefits and services, such as contracts, recreational uses, free-use timber, employment, etc.

Who are the “Hispanics”?

Hispanics include U.S. citizens who are:

Mexican Americans

Cubans

Puerto Ricans

Spanish

South Americans

Are there Employment Goals for Hispanic?

Yes, there are long range (1995) and yearly goals which include all ethnic groups (black, Hispanic, Asian, Native American, Pacific Islander). By 1995, the Southern Region's workforce should reflect the national workforce composition (about 18 percent minority). There are also goals for percentages of professional, administrative, and technical positions which should be filled by minorities. At this time there are no specific goals for Hispanics, as they are included in the total goal for minorities. However, the Region conducts ongoing evaluations to assure that Hispanics are fairly represented.

Why Do We Need a Special Program for Hispanics?

It was recognized that, compared to the number of Hispanic citizens in the U.S., the Federal Government employed very few; and those employed are usually found at lower levels. The President therefore mandated this program to correct this deficiency.

How does the HEP Work?

The HEP manager assesses job categories and grade levels of Hispanics and analyzes reasons behind the statistics. Plans are then devised to deal with the problems that were identified. For example, a Forest may find, through the analysis, that there are few Hispanics on the rolls. The plan might involve intensive outreach recruitment efforts in the community, colleges and universities. Another problem might be that few Hispanics utilize recreational facilities. The plan would then direct public information efforts, with agency employees visiting Hispanic

communities, the issuance of bilingual news releases, radio spots etc., to inform Hispanic people of our programs.

How does the HEP Assist Unit Managers?

HEP managers advise and consult with management. They identify problem areas and barriers that hinder participation of Hispanics in employment and in all agency programs and benefits. They then advise management as to methods of removing these barriers. This may include cultural awareness workshops, encouraging managers to use certain recruitment techniques, etc. It involves much behind-the-scenes work with management—analyzing policies, procedures and practices that impact on employment and participation of Hispanics in our programs, and recommending corrective actions.

Who are the Hispanic Program Managers in the Forest Service, Southern Region, and Forest Districts?

In the locations listed below, they are:

- | | | |
|------------------------|-------|------------------|
| 1) Washington Office - | _____ | _____ |
| | Name | Telephone Number |
| 2) Regional Office - | _____ | _____ |
| | Name | Telephone Number |
| 3) Forest/District - | _____ | _____ |
| | Name | Telephone Number |

For further information, check your unit's Affirmative Action Plan, F.S. Manual 1700, FSH 1709.11 or contact your local HEP representative.



* NATIONAL AGRICULTURAL LIBRARY



1022468099



**Contact your
Civil Rights Unit
Telephone 404-347-7358
FTS:257-7358**



HISPANIC EMPLOYMENT PROGRAM

**USDA Forest Service
Southern Region
1720 Peachtree Road, N.W.
Atlanta, GA 30367-9102**

